

**Office of the Attorney General**  
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# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **LEGAL ASSISTANT/PARALEGAL IDENTITY THEFT SECTION**

### **Summary**

Provides assistance to supervising attorneys in investigation and prosecution of complaints involving identity theft, fraud, and related matters. Reports to Supervising Attorney of ID Theft Unit.

### **Primary Subject Matter of Cases**

- Identity theft, identity deception, fraud
- Security breaches involving unauthorized acquisition of personal information
- Credit freezes, credit reporting

### **Essential Duties and Responsibilities**

- Review complaints and files as directed by supervising attorney. Evaluate and research complaints and files, prepare memos summarizing factual and legal findings and conclusions, and present disposition recommendations to supervising attorney.
- Prepare and manage correspondence for investigation, litigation, and special project files.
- Draft legal pleadings, discovery, motions, correspondence, and related documents. Assist attorneys in case preparation and litigation.
- Update case management software and file tracking programs as appropriate.
- Maintain attorney calendars and appointment schedules.
- Communicate with supervising attorney and other staff members to provide updates on cases and investigations.
- Assist identity theft victims in all phases of recovery to provide remedial materials, referral information, and other necessary documents and information. Assist with correction of credit reports, official records, and account balances and completion of required forms. Mediate resolutions, communicate as necessary on behalf of victims.
- Maintain records, statistical data, contact logs, and reference information for use by staff and general public as appropriate.
- Review decisions, policies, regulations, and other legal authorities relevant to subject matter. Develop, update, and utilize office training manuals, reference guides, organizational practices, and educational materials. Recommend and develop protocols for handling identity theft cases.
- Communicate with and build relationships with prosecutors and law enforcement officials in Indiana and other jurisdictions. Network with other government agencies involved with identity theft issues to develop relationships and communication protocols with the agencies.
- Interact with general public to answer questions, provide educational materials and referral information, and gather data. Public presentations and meetings with law enforcement, other government agencies, and general public regarding subject area.

- Attend conferences, trainings, and seminars to learn about legal trends in subject area.
- Perform other tasks and special projects as assigned by supervising attorney.

**Qualifications**

- Bachelor's degree, paralegal certificate, or equivalent work or educational experience preferred.
  - Strong written and oral communication skills. Ability to relate effectively to both lawyers and laypersons.
  - Ability to balance and manage high volume of files and to handle multiple assignments of varied type and difficulty on ongoing basis.
  - Proficiency in computer skills, including Microsoft Word, Excel, Outlook, Access, and case management tools.
  - Familiarity with complex computer processes, new technologies preferred.
  - Ability to work with complainants, witnesses, and staff; sensitivity and awareness of public relations and political implications of high-profile cases.
  - Adherence to highest standards of ethical conduct.
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